

Notice of Proposed Local Rule Changes
Opportunity for Public Comment

The United States District Court for the Northern District of Georgia is considering necessary changes to Local Rules to implement the electronic filing of documents in civil cases.

The Court is considering amending Local Rule 5.1 to allow electronic filing and to authorize a Standing Order to implement the necessary administrative procedures. Amended Local Rule 5.1 will authorize the procedures to be designated as Appendix H to the Local Rules. The Court seeks any comments or suggestions offered to improve the amended Local Rule and the proposed procedures.

The following can be obtained from the Court's website at www.gand.uscourts.gov. **[Click on proposed local rules.]**

- A. Proposed Local Rule 5.1.
- B. Proposed Standing Order implementing electronic case filing.
- C. Proposed Administrative Procedure for Filing, Signing and Verifying Pleadings and Papers by Electronic Means.
- D. Additional proposal as to courtesy copies.
- E. Whether a trial period of one year is necessary before filing becomes mandatory for members of the bar of the U.S. District Court for the Northern District of Georgia.

Hard copies of these materials are available at the public counters of each divisional office of the Northern District of Georgia.

Please provide your comments in writing no later than April 23, 2004 to:

John T. Shope
District Court Executive
Room 2015, United States Courthouse
75 Spring Street, SW
Atlanta, Georgia 30303



Proposed Local Rule 5.1

**LR 5.1—— ELECTRONIC AND PAPER DOCUMENTS; FORMAT;
LEGIBILITY**

~~A. Paper.~~

~~(1)~~

A. Electronic.

(1) Documents in civil cases will be filed, signed and verified by electronic means to the extent and in the manner authorized by the court's Standing Order, In Re: Electronic Case Filing and Procedures, as contained in Appendix H of these Local Rules. Documents filed electronically shall substantially conform to the requirement of these Local Rules.

(2) A document filed by electronic means in compliance with this Local Rule and Appendix H constitutes a written document for the purposes of applying these Local Rules, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

(3) The "Notice of Electronic Filing" that is automatically generated by the court's Electronic Filing System constitutes service of the filed documents on filers. Parties who are not filers must be served with a copy of any pleading or other document filed electronically in accordance with the Federal Rules of Civil Procedure and these Local Rules.

B. Paper.

(1) **General.** All pleadings, motions, notices, orders, and other ~~papers~~documents, including attachments hereto, **if presented in paper**, shall be presented for filing on white opaque paper of good quality, eight and one-half (8 ½) inches by eleven (11) inches in size, with writing appearing only on one side of the page.

(2) **Paper Deposition Transcripts and Attachments.** ~~Deposition~~**Paper deposition** transcripts and attachments to pleadings or motions filed in this court are subject to the restrictions set forth in LR 5.1~~AB~~(1) above. In addition, **paper** deposition transcripts filed in support of pleadings or motions may not be compacted or reduced beyond one page of deposition per each page of exhibit.

BC.- Type; Format. Pleadings, motions, and other ~~paper~~documents presented to the court for filing must:

- (1) be computer processed, typed or handprinted on one side of the page only;
- (2) be double-spaced between lines; and
- (3) not be materially defaced by erasures or interlineations.

Computer documents must be prepared in one of the following fonts: Times New Roman (at least 14 point), Courier New (at least 12 point), Century Schoolbook (at least 13 point), or Book Antigua (at least 13 point). Typewriter prepared documents must be prepared with no more than 10 characters per inch. Footnotes, headings, and indented citations may be single-spaced.

CD. Margins. All pleadings and other ~~papers~~documents shall be prepared with a top margin of not less than one and one-half (1 ½) inches and a left margin of not less than one (1) inch.

DE. Numbering. All pages shall be numbered consecutively at the bottom center of the page. Attachments to pleadings shall be numbered consecutively within the attachment.

EF. Citations. When Acts of Congress or sections thereof are cited, counsel shall include the corresponding United States Code citation. When citing regulations, counsel shall give all Code of Federal Regulations references and the date of promulgation. All citations shall include the specific page or pages upon which the cited matters appear.

FG. Counsel Identification. Name, complete address (including post office box or drawer number and street address), telephone number, facsimile number and Georgia Bar number of counsel shall appear on every pleading and other ~~paper~~document presented for filing.

GH. Civil Cover Sheet. The attorney filing the complaint shall prepare and submit to the clerk of court the civil cover sheet which is available at the public filing counter.

HI. Flat Filing. All ~~papers~~documents presented to the clerk or judge for filing shall be flat and unfolded and firmly bound at the top.

IJ. Captions on Pleadings. All pleadings presented to the clerk or judge for filing must bear specific pleading designations, in accordance with the nomenclature set forth in Fed.R.Civ.P. 7. When a document contains multiple pleadings, e.g., an answer to a complaint and a counterclaim or crossclaim, all pleadings contained in the document must be included in the caption on the first page of the document. Generalized captions, such as "Responsive Pleadings," will not be accepted for filing.

JK. Civil Case Numbers. A civil case filed in this court shall be assigned a case number which will identify it as a civil case, designate the division, the year and the numerical sequence in which the case was filed, and include a three-initial suffix which will identify the district judge to whom the case is assigned. All ~~papers~~documents presented to the clerk or judge for filing and all case-related correspondence shall have typed thereon the assigned civil case number which includes a three-initial suffix. Any ~~paper~~document presented for filing which does not reflect the complete civil case number as described herein will not be accepted for filing.

KL. Pleadings Filed by Attorneys Appearing *Pro Hac Vice*. Refer to LR 83.1B(2).

B

Proposed Standing Order Implementing Electronic Case Filing

Proposed Standing Order

IN RE:

ELECTRONIC CASE FILING
AND ADMINISTRATIVE PROCEDURES

STANDING ORDER No. 04-01

ORDER

Federal Rules of Civil Procedure 5 and 83 and Federal Rule of Criminal Procedure 57 authorize the Court to establish practices and procedures for filing, signing, and verifying documents by electronic means.

IT IS THEREFORE ORDERED:

1. Effective July 15, 2004, documents may be filed, signed, and verified by electronic and other means to the extent and in the manner authorized by this Standing Order, Local Rule 5.1 A. NDGa., and the administrative procedures attached hereto as Exhibit A., Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means in Civil Cases in the United States District Court for the Northern District of Georgia (Administrative Procedures).

2. Effective July 15, 2005, absent good cause shown and the permission of the Court, attorneys in good standing admitted to practice before the Bar of this Court, to include attorneys admitted *pro hac vice*, will file, sign, and verify documents only by electronic means to the extent and in the manner authorized by this Standing Order, Local Rule 5.1 A. NDGa., and the administrative procedures attached hereto as Exhibit A., Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means in Civil Cases in the United States District Court for the Northern District of Georgia (Administrative Procedures).

3. The Administrative Procedures are intended to be consistent with the Federal Rules of Civil Procedure, and this Court's Local Rules. Any conflicts should be brought to the Court's attention immediately.

4. The official record of the Court shall be the electronic file maintained by the Court and such paper files as are permitted by the Administrative Procedures.

5. The Clerk of Court will implement and publish the Administrative Procedures, and will register attorneys and issue individual logins and passwords consistent with those procedures to permit electronic filing and notice of pleadings and other documents.

6. Pro se litigants who are not attorneys in good standing admitted to the Bar of this Court must file all documents with the Court in paper form.

7. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the Court's Electronic Case Filing System shall constitute the signature of that attorney under the Federal Rules of Civil Procedure. The attorney whose login and password are used to accomplish an electronic filing certifies that the attorney and the attorney's law firm have authorized the filing.

8. No attorney shall knowingly permit or cause to permit his/her login or password to be used by anyone other than an authorized employee of his/her law firm.

9. No person shall knowingly use or cause another person to use the login or password of a registered attorney unless such person is an authorized employee of the law firm.

10. The electronic filing of a pleading or other paper in accordance with the Court's Administrative Procedures shall constitute entry of that pleading or other paper on the docket kept by the Clerk under the Federal Rules of Civil Procedure.

11. The fact that a party files a document electronically does not alter the filing deadline for that document.

12. The Clerk's Office shall enter all orders, decrees, judgments, and proceedings of the Court in accordance with the Administrative Procedures, which shall constitute entry of the orders, decrees, judgments, and proceedings on the docket kept by the Clerk under the Federal Rules of Civil Procedure. Any order filed electronically without the original signature of a judge shall have the same force and effect as if the judge had affixed his or her signature to a paper copy of the order and it had been entered in a conventional manner.

13. Whenever a pleading or other paper is filed electronically in accordance with the Administrative Procedures, the Clerk's Office shall serve the filing party with a "Notice of Electronic Filing" by electronic means at the time of docketing.

14. The filing party shall serve the pleading or other document upon all persons

entitled to receive notice or service in accordance with the applicable rules and Administrative Procedures.

15. Receipt of a Electronic Case Filing login and password constitute a request for electronic service and electronic notice pursuant to the Federal Rules of Civil Procedure.

16. A pleading or document that a person signs and thereby verifies, certifies, declares, affirms, or swears under oath or penalty of perjury concerning the truth of the matters set forth in that pleading or document is a "Verified Pleading." An attorney filing a Verified Pleading shall thereafter maintain in his or her office the original Verified Pleading in its entirety for a period ending two (2) years after expiration of the time for filing a timely appeal. The filing of a Verified Pleading constitutes a representation by the attorney who files it that the attorney has in his or her possession at the time of filing the fully executed original Verified Pleading.

17. This Order is effective July 15, 2004, and shall be published together with Exhibit A as Appendix H to the Local Rules, Northern District of Georgia.

Dated this ____ day of _____, 2004.

BY THE COURT:

ORINDA D. EVANS
Chief United States District Court Judge

C

Proposed Administrative Procedures For Filing, Signing and Verifying Pleadings and Papers by Electronic Means

CIVIL CASES

**ADMINISTRATIVE PROCEDURES
FOR FILING, SIGNING, AND VERIFYING
PLEADINGS AND PAPERS BY ELECTRONIC MEANS**

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF GEORGIA**

March 4, 2004

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**ADMINISTRATIVE PROCEDURES
FOR FILING, SIGNING, AND VERIFYING PLEADINGS AND PAPERS
BY ELECTRONIC MEANS IN CIVIL CASES**

DEFINITIONS

1. “Electronic Case Filing System” (ECF) refers to the court’s automated system that receives documents filed in electronic form. The program was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
2. “Electronic filing” means uploading a pleading or document directly from the registered user’s computer, using the Court’s ECF system, to file that pleading or document in the Court’s case file. Sending a document or pleading to the Court via email does not constitute “electronic filing”.
3. “Notice of Electronic Filing” (NEF) is a notice automatically generated by ECF at the time a document is filed, setting forth the time and date of filing, the name of the party and attorney filing the documents, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and a hyperlink to the filed document, which allows recipients to retrieve the document automatically. The NEF also contains a security code of the document filed which can be used to ensure that the document as it was filed is not tampered with in any way.
4. “Public Access to Court Electronic Records” (PACER) is an automated system that allows an individual to view, print and download court docket information over the internet.
5. “Portable Document Format” (PDF). A document created with a word processor or a paper document which has been scanned must be converted to portable document format to be filed electronically with the Court. Converted files contain the extension “.pdf”. The program takes a “picture” of the original document and allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links and images intact. For information on PDF, users may visit the websites of PDF vendors, such as www.adobe.com or www.fineprint.com.
6. “Technical failure” is defined as a malfunction of Court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a filer to submit a document electronically. Technical failure does not include the malfunctioning of a filer’s equipment or internet connection.
7. “Proposed Order” is a draft document submitted by an attorney for a judge’s signature. A proposed order shall accompany a motion or other request for relief as an electronic attachment to the document.

I. THE ELECTRONIC CASE FILING SYSTEM

A. IN GENERAL. All documents submitted for filing in civil cases in this district after July 15, 2004, regardless of the original filing date of the case, shall be filed electronically using the Electronic Case Filing system ("ECF") or shall be scanned and uploaded to ECF, unless otherwise permitted by these administrative procedures or unless otherwise authorized by the assigned judge. Documents may also be submitted for filing to the Clerk's Office on 3.5" disks or CD-ROM as Portable Document Format ("PDF") files, subject to the limitation in paragraph 1, below.

1. Effective July 15, 2005, absent good cause shown, attorneys in good standing admitted to practice before the Bar of this Court, to include attorneys admitted pro hac vice, must file civil pleadings electronically using the ECF system.

2. Unless an attorney in good standing and admitted to practice before the Bar of this Court, parties proceeding *pro se* shall not file electronically. (See III(b) of these Procedures).

3. The filing of social security cases shall be subject to the limitations imposed in III(C) of these procedures.

4. A case filed under seal will be maintained in paper form until the assigned judge orders the case unsealed. For information on the procedure for sealed documents in an unsealed case, see section III (A) of these Procedures.

5. An attorney may apply to the assigned judge for permission to file documents conventionally. Even if the assigned judge initially grants an attorney permission to file documents conventionally, the assigned judge may withdraw that permission at any time and require the attorney to file documents electronically using ECF.

6. The Clerk's Office or any judge of this court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the court. The court may also amend these procedures at any time without prior notice.

B. LOGINS & PASSWORDS. Each attorney admitted to practice in the Northern District of Georgia shall be entitled to one ECF login. The login and associated password permits the attorney to participate in the electronic retrieval and filing of pleadings and other papers.

1. No attorney shall knowingly permit or cause to permit his or her login to be utilized by anyone other than an authorized employee of his or her office.

2. Once registered, the attorney shall be responsible for all documents filed with his or her login.

3. Registration for a login is governed by Paragraph I(C).

4. An attorney admitted *pro hac vice* must register for a login in accordance with these Administrative Procedures.

C. REGISTRATION.

1. Attorneys admitted to the bar of this Court, including attorneys admitted *pro hac vice*, must complete and submit an Attorney Registration Form online from the Court's web page (www.GAND.uscourts.gov), or may use the Registration Form attached to these procedures as Form A and mail or deliver the Registration Form to the Clerk's Office. An ECF login and password will be mailed back to the attorney and he/she may then access ECF to file pleadings electronically.

The court will issue logins and passwords only to attorneys in good standing. To be in good standing, an attorney must meet the requirements in Local Rule 83.1.

2. To ensure that the Clerk's Office has correctly entered a registering attorney's email address in ECF, the Clerk's Office will send the attorney an email message after assigning the attorney a login and password. The Clerk's Office will then either mail login information to the attorney by regular, first-class mail, or the attorney may arrange to pick up his/her login information at the Clerk's Office.

3. Once registered, an attorney may withdraw from participating in ECF by providing the Clerk's Office with a notice of withdrawal. Such notice must be in writing, and mailed or delivered to United States District Court for the Northern District of Georgia, 2211 United States Courthouse, 75 Spring Street, S.W., Atlanta, Georgia 30303-3309. Upon receipt, the Clerk's Office will immediately cancel the attorney's password and delete the attorney's email address from any applicable electronic service list. An attorney's withdrawal from participation in ECF shall not be construed as authorization to file cases or documents conventionally.

4. After registering, attorneys may change their passwords. If at any time an attorney believes that the security of an existing password has been compromised and/or that a threat to ECF exists, the attorney must change his/her password immediately. In addition, the attorney must immediately notify the Clerk's Office by telephone of the security issue.

5. An attorney whose email address, mailing address, telephone or fax number has changed from that of the original Attorney Registration Form shall timely file a notice of a change of address and serve a copy of the notice on all other parties of the cases in which the attorney was counsel of record. The attorney is responsible for keeping his/her email address updated in ECF.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FILING.

1. Complaints and Other Initial Filings.

- a. The initial pleading, civil cover sheet, payment of the filing fee and issuance and service of the summons must be filed conventionally in paper form, not electronically. Attorneys are required, however, to submit a duplicate original of these documents on 3.5" disks or a CD as PDF files.
- b. A party may not electronically serve a complaint or summons, but instead must perfect service according to Federal Rule of Civil Procedure 4.
- c. New cases are deemed filed the day the Clerk's Office receives the complaint and any required filing fee.

2. All motions, pleadings, applications, briefs, memoranda of law, deposition transcripts, transcripts of proceedings, or other documents in a case shall be electronically filed on ECF except as otherwise provided by these administrative procedures.

3. Emailing a document to the Clerk's Office or to the assigned judge shall not constitute "filing" of the document. A document shall not be considered filed for purposes of the Federal Rules of Civil Procedure until the filing party receives an ECF-generated "Notice of Electronic Filing" described in II(B)1 of these procedures.

4. A document will be deemed timely filed if filed prior to midnight. However, the assigned judge may order that a document be filed by a time certain, which then becomes the filing deadline.

5. If filing a document requires leave of the court, such as an amended complaint or a reply brief, the attorney shall attach the proposed document as an exhibit to the motion according to the procedures in IV(B). If the court grants the motion, the order will direct the attorney to file the document electronically with the court.

6. Attachments and exhibits larger than two megabytes (2 MB) may be filed electronically in separate 2MB (or less) segments or may be submitted to the Clerk's Office in conventional format.

7. The Clerk's Office shall not maintain a paper court file in any case begun after the effective date of these procedures except as otherwise provided herein. The official court record shall be the electronic file maintained on the court's servers. The official record shall include, however, any conventional documents or exhibits filed in accordance with these procedures.

- a. The Clerk's Office will discard all original documents brought to the Clerk's Office for filing after they are scanned and uploaded to ECF.¹

¹ If an attorney believes a document with original signatures has some intrinsic value, the attorney is encouraged to retain the original document and submit to the Clerk's Office a copy of the document with faxed or photocopied signatures for scanning and uploading.

- b. Documents that are electronically filed and require an original signature other than that of the filer should be maintained in paper form by the filer until two (2) years after the expiration of the time for filing a timely appeal.
- c. An attorney who wishes to have an original document returned after the Clerk's Office scans and uploads it to ECF may, prior to submitting the document to the Clerk's Office, seek authorization from the assigned judge for the document's return. If return is granted by the judge, the attorney must provide a self-addressed, stamped envelope for the return of the documents. Authorization will be granted on a case-by-case basis. No standing authorizations for the return of all original documents filed by an attorney or office will be allowed.

8. Official and contract Court Reporters will submit to the Clerk's Office the tapes of transcribed proceedings and original notes, if applicable. Official and contract court reporters must also either file the certified transcript of those proceedings electronically on ECF or submit a 3.5" disk or CD containing the certified transcript of the proceedings in PDF to the Clerk's Office for uploading.

B. SERVICE.

1. Whenever a pleading or other paper is filed electronically in accordance with these procedures, ECF shall generate a "Notice of Electronic Filing" to the filing party, and any other party who is a registered user and has requested electronic notice in that case.²

- a. If the recipient is a registered participant of ECF, the "Notice of Electronic Filing" shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid.
- b. Service of the "Notice of Electronic Filing" on a party who is not a registered participant in ECF may be accomplished by email, subject to the additional service requirements of B(3) below.

2. A certificate of service on all parties entitled to service or notice is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so entitled. Sample language for a certificate of service is attached to these procedures as Form B.

3. A party who is not a registered participant of ECF is entitled to a paper copy of any electronically filed pleading, document, or order. The filing party must therefore provide the non-registered party with the pleading, document, or order according to the Federal Rules of Civil

² To determine whether another party is a registered user, the filer can select ECF's "Utilities" category, then click on "Mailings" on the pull-down menu, and then "Mailing Information for a Case". The filer then enters the case number and the ECF information will appear, stating whether or not the filer must mail a copy or if ECF will electronically generate one.

Procedure. When mailing paper copies of documents that have been electronically filed, the filing party may include the “Notice of Electronic Filing” to provide the recipient with proof of the filing.

4. The three-day rule of Federal Rule of Civil Procedure 6(e) for service by mail shall also apply to service by electronic means.³

5. A filer who elects to bring a document to the Clerk’s Office for scanning and uploading to ECF must serve conventional copies on all non-registered parties to the case and should expect some delay in the uploading and subsequent electronic noticing of the document.

C. SIGNATURES.

1. Attorney Signature.

- a. A pleading or other document requiring an attorney’s signature shall be signed in the following manner, whether filed electronically or submitted on disk or CD to the Clerk’s Office: “s/ (attorney name) .” The correct format for an attorney signature is as follows:

s/ John Doe, Esq.

Attorney Bar Number: xxxxxxx

Attorney for (Party Name)

ABC Law Firm

123 South Street

Atlanta, Georgia 30303

Telephone: (xxx) xxx-xxxx

Email: john_doe@abclaw.com

- b. Any party challenging the authenticity of an electronically filed document or the attorney’s signature on that document must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

2. Multiple Signatures.

- a. The filing attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.
- b. The filing attorney then shall file the document electronically or submit it to the Clerk’s Office on disk, indicating the signatories, *e.g.*, “s/ Jane Doe,” “s/ John Doe,” etc. The correct format for each signature is as follows:

³ Attorneys should be aware that the submission due date, which appears when either electronically filing a motion or querying deadlines, is for court use only and should not be relied upon as an accurate computation of the response date.

s/ Jane Doe, Esq.

Attorney Bar Number: xxxxxx

Attorney for (Party name)

ABC Law Firm

123 South Street

Atlanta, Georgia 30303

Telephone: (xxx) xxx-xxxx

Email: jane_doe@abclaw.com

- c. A non-filing signatory or party who disputes their acceptance of the contents of the document, the authenticity of an electronically filed document containing multiple signatures, or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

3. Non-Attorney Signature.

- a. If the original document requires the signature of a non-attorney, the filing party or the Clerk's Office shall scan the original document, then electronically file it on ECF.
- b. The electronically filed document as maintained on the court's servers shall constitute the official version of that record. The court will not maintain a paper copy of the original document.
- c. A non-filing signatory or party who disputes the authenticity of an electronically filed document with a non-attorney signature or the authenticity of the signature on that document must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

D. FEES PAYABLE TO THE CLERK. Any fee required for filing a pleading or paper in District Court is payable to the Clerk of the Court by cash, check, U.S. Postal money order, or cashier's check. The Atlanta Division will accept payment by credit card (MasterCard, Visa, American Express, Diner's Club, and Discover. Debit cards with a MasterCard or Visa logo are acceptable and treated as a credit card transaction.) Checks, money orders and cashier checks are to be made payable to "Clerk, United States Courts". A law firm check will be accepted for payment by attorneys. The Clerk's Office will note the receipt of fees on the docket. The court will not maintain electronic billing or debit accounts for attorneys or law firms.

Gainesville, Newnan and Rome Divisions do not accept credit cards, but otherwise accept payments as stated above.

E. ORDERS.

1. The assigned judge or the Clerk's Office shall electronically file all signed orders. Any order signed electronically has the same force and effect as if the judge had affixed his/her signature to a paper copy of the order and it had been entered on the docket conventionally.

2. When filing a motion for which no supporting brief is required, a proposed order granting the motion and setting forth the requested relief shall be included with the electronic filing as an attachment. If the judge approves the proposed order, it will be refiled electronically under a separate document number.

3. When mailing paper copies of an electronically filed order to a party who is not a registered participant of ECF, the Clerk's Office will include the Notice of Electronic Filing.

4. The assigned judge or the Clerk's Office, if appropriate, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue; the text-only entry shall constitute the court's only order on the matter and will have the same force and effect as if the judge had issued a conventional paper order. ECF will generate a "Notice of Electronic Filing" as described in II(B)(1) of these procedures.

F. TITLE OF DOCKET ENTRIES. The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the court.⁴

G. CORRECTING DOCKET ENTRIES.

1. Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office. ECF will not permit the filing party to make changes to the document(s) or docket entry once the transaction has been accepted.

2. A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or entering the wrong case number and not detecting the error before the transaction is completed. **The filing party should not attempt to refile the document.**

3. As soon as possible after an error is discovered, the filing party should contact the Clerk's Office with the case number and document number for which the correction is being requested. If appropriate, the court will make a corrective entry indicating the original error. If the docket entry is correct, but the document filed is incorrect, the filing party will be advised to refile the document electronically. Refiling the document does not entitle the filer to an extension of filing deadlines. If the docket entry is incorrect, but the attached document is correct, the Clerk's office may make the appropriate corrective changes to the docket entry consistent with Clerk's Office internal procedures. No substitution of documents by Clerk's Office staff is permissible.

⁴ Readers may view the "CM/ECF Civil Menu for Attorneys" on the court's web site, <http://www.gand.uscourts.gov/cmecf/index.html>

H. TECHNICAL FAILURES. The Clerk's Office shall deem the Northern District of Georgia ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. that day. Known systems outages will be posted on the web site, if possible. An attorney may file a declaration seeking relief from the court for not meeting the deadline as a result of a technical failure. (Form C).

Problems on the filer's end, such as telephone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, will not constitute a technical failure under these procedures nor excuse an untimely filing. A filer who cannot file a document electronically because of a problem on the filer's end must file the document conventionally.

I. PRIVACY.

1. Redacted Documents. To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, Pub. L. No. 107-347, filing parties shall omit or, where inclusion is necessary, partially redact the following personal data identifiers from all filings, whether filed electronically or on paper, unless the assigned judge orders otherwise.

- a. Minors' names: Use the minors' initials;
- b. Financial account numbers: Identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number;
- c. Social Security numbers: Use only the last four numbers; and
- d. Dates of birth: Use only the year.

Filing parties should review Standing Order 02-01, October 17, 2002, In the Matter of Adopting a Policy On Sensitive Information and Public Access to Electronic Case Files, on the Court's web page for a complete statement of the Court's privacy policy.

2. The responsibility for redacting personal data identifiers rests solely with counsel and the parties. The Clerk's Office will not review documents for compliance with this rule, seal on its own motion documents containing personal data identifiers, or redact documents, whether filed electronically or on paper.

III. CONVENTIONAL FILING OF DOCUMENTS

The following procedures govern documents filed conventionally. The court, upon application, may also authorize conventional filing of other documents otherwise subject to these procedures. Paper documents should be printed on only one side of the page.

When a document has been filed conventionally, a "Notice of Manual Filing" (Form D) should be electronically filed, naming the document that was filed conventionally and stating the reason for conventional (rather than electronic) filing.

A. DOCUMENTS TO BE FILED UNDER SEAL. A motion or application to file documents under seal must be filed in paper form, not electronically, along with a proposed order and the documents the party is seeking to seal. Sealed documents will not be accessible on ECF.

B. PRO SE FILERS. Pro se filers shall file paper originals of all complaints, pleadings, motions, affidavits, briefs, and other documents. The Clerk's Office will scan these original documents and upload them into ECF, but will also maintain a paper file.

C. SOCIAL SECURITY CASES. Absent a showing of good cause, all documents, notices, and orders in Social Security reviews filed in the District Court after ECF is implemented shall be filed and noticed electronically, except as noted below.

1. All Social Security documents and cases will be filed and served according to II(A)(2) of these procedures.

2. Social Security transcripts will be conventionally filed and served since scanning those documents and filing or retrieving them electronically is impractical at this time. Because Social Security transcripts will not be scanned or otherwise placed into ECF, the Clerk's Office will docket a text-only event stating that the transcript is available in paper format at the Clerk's Office.

3. To address the privacy issues inherent in a Social Security review, access to the individual documents will be limited to counsel and court staff. Docket sheets, however, will be available over the Internet to non-parties. Further, non-parties will continue to have direct access to the documents on file at the Clerk's Office.

IV. EXHIBITS

A. EVIDENCE IN SUPPORT OF OR IN OPPOSITION TO A MOTION. In general, evidence in support of or in opposition to a motion should be filed electronically, rather than conventionally.

1. A party electronically submitting evidentiary materials to the Clerk's Office in support of or in opposition to a motion shall also file electronically a document indexing each item of evidence being filed. Each item of evidence should be filed as a separate attachment to the motion to which it relates.

2. If possible a filing party should scan a paper exhibit that is less than 2MB and submit the exhibit as a PDF file. Because PDF files containing scanned documents take up considerably more space on ECF than PDF files containing electronically generated documents, filing parties may submit PDF files containing scanned documents of more than 2MB only if they are filed in separate attachments of 2MB or less each.

3. Because documents scanned in color or containing a graphic take much longer to upload, filing parties must configure their scanners to scan documents at 200 dpi and in black and white rather than in color. If a color document is critical to the case, an original color copy can be filed conventionally or may be scanned in color and uploaded to ECF.

4. The filing party is required to verify the readability of scanned documents before filing them electronically with the court. (Similar to the copy process, images of scanned documents could contain pages which skewed during scanning or were omitted altogether.)

5. A party submitting evidentiary materials in conventional format shall also file in conventional format an index of evidence listing each item of evidence being filed and identifying the motion to which it relates.

6. Copies of conventionally filed supporting materials shall be served on other parties pursuant to section II(B)(3) of these Procedures governing service of conventional documents.

B. EVIDENCE NOT IN SUPPORT OF OR IN OPPOSITION TO A MOTION.

1. If possible a filing party should scan a paper exhibit that is less than 2MB and submit the exhibit as a PDF file. Because PDF files containing scanned documents take up considerably more space on ECF than PDF files containing electronically generated documents, filing parties may submit PDF files containing scanned documents of more than 2MB only if they are filed in separate attachment of 2MB or less each.

2. A party may conventionally submit exhibits which are not available in electronic form or which exceed 2MB in size. The Clerk's Office will note on the docket its receipt of the document(s) or exhibit(s) with a text-only entry.

3. Because documents scanned in color or containing a graphic take much longer to upload, filing parties must configure their scanners to scan documents at 200 dpi and in black and white rather than in color. If a color document is critical to the case, an original color copy can be filed conventionally or may be scanned in color and then uploaded to ECF.

4. The filing party is required to verify the readability of scanned documents before filing them electronically with the court. (Similar to the copy process, images of scanned documents could contain pages which skewed during scanning or were omitted altogether.)

5. Exhibits submitted conventionally shall be served on other parties pursuant to section II(B)(3) of these Procedures governing service of conventional documents.

V. PUBLIC ACCESS TO CM/ECF

A. PUBLIC ACCESS AT THE COURT. Access to the electronic docket and documents filed in ECF is available to the public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. §1914.

Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. §1914.

B. INTERNET ACCESS. Remote electronic access to ECF for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States has determined that a user fee will be charged for remotely accessing certain detailed case information, such as filed documents and docket sheets in civil cases, but excluding review of calendars and similar general information.⁵

⁵ According to a memorandum from the Administrative Office of the United States Courts dated October 20, 2003, non-judiciary CM/ECF users will be charged a fee of seven cents per page to access electronic data such as docket sheets and case documents obtained remotely through the PACER system. A cap of \$2.10 per document has been approved. The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged seven cents a page.

FORM A

United States District Court - Northern District of Georgia ELECTRONIC FILING ATTORNEY REGISTRATION FORM

This form is used to register for an account on the Northern District of Georgia Electronic Filing System (ECF). Registered attorneys will have privileges to electronically file documents and to view the electronic docket sheets and documents. By registering, you consent to receiving electronic notice of filings through ECF. **PLEASE TYPE**

Mr. / Ms. (circle one) Last name: _____ If appropriate circle one: Sr. / Jr. / II / III

First name: _____ Middle name: _____ Bar ID # _____

Are you currently active and in good standing with the State Bar of Georgia? Yes _____ No _____

Highest state court admitted to: _____

Firm name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you relocated to this address within the past year? Yes _____ No _____

Firm Telephone Number (_____) _____ Direct Line: (_____) _____

Internet Address: _____

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Northern District of Georgia pursuant to Local Rule 83.1. Please complete whichever of the following applies to you:

Date admitted to practice in this Court: _____

If U.S. Dept. of Justice Attorney, check here: _____

If admitted *pro hac vice*: Date *phv* granted: _____ in case number: _____
(If more than one, note only the most recent.)

If attorney of record in MDL action, indicate case number: _____
(If more than one, note only the most recent.)

By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the Electronic Case Filing System. The undersigned also consents to receiving notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's Electronic Filing System. The combination of login and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their login and immediately notify the Court if they learn that their login has been compromised.

Signature of Registering Attorney

Date

Submit completed Registration Form to:

United States District Court
Attn: Electronic Filing System Registration
2211 U.S. Courthouse
75 Spring Street, SW
Atlanta, Georgia 30303-3362

Once your registration is complete, you will receive your user id and password needed to access ECF by U.S. Mail. Procedures for using the system will be available for downloading when you access ECF via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 404-215-1600 if you have any questions concerning the registration process or the use of the Electronic Case Filing System.

FORM B

SAMPLE FORMATS

CERTIFICATE OF SERVICE

Sample 1

I hereby certify that on (Date) , I electronically filed (Name of Document) with the Clerk of Court using the CM/ECF system which will automatically send email notification of such filing to the following attorneys of record:

List of attorney names

I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants:

Attorney names
Address to which mailed

s/Name of ECF-Registered Attorney
Georgia Bar No. xxxxxx
Attorney for (Name of Party)

Firm Name
Firm Address
City, State, Zip
Telephone: (xxx) xxx-xxxx
Email: xxxxxx@xxxx.xxx

Sample 2

I hereby certify that on (Date) , I presented (Name of Document) to the Clerk of the Court for filing and uploading to the CM/ECF system, which will automatically send email notification of such filing to the following attorneys of record:

List of attorney names

I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants:

Attorney name
Address

s/Name of ECF-Registered Attorney
Georgia Bar No. xxxxxx
Attorney for (Name of Party)

Firm Name
Firm Address
City, State, Zip
Telephone: (xxx) xxx-xxxx
Email: xxxxxx@xxxx.xxx

FORM C

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF GEORGIA
_____ DIVISION

Plaintiff Name

Plaintiff,

vs.

Civil Action No.

Defendant Name

Defendant.

DECLARATION OF TECHNICAL DIFFICULTIES

Please take notice that **[Plaintiff / Defendant / Name of Party]** was unable to file the attached **[Title of Document]** in a timely manner due to technical difficulties. The deadline for filing this document was **[Filing Deadline Date]**. The reason(s) that I was unable to file the document in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

s/ (Name of ECF-Registered Attorney)

Georgia Bar No. xxxxxx

Attorney for (Name of Party)

Firm Name

Firm Address

City, State, Zip

Telephone: (xxx) xxx-xxxx

Email: xxxxxx@xxxx.xxx

FORM D

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF GEORGIA
_____ DIVISION

Plaintiff Name

Plaintiff,

vs.

Defendant Name

Defendant.

Civil Action No.

NOTICE OF MANUAL FILING

Please take notice that **[Plaintiff / Defendant]** has manually filed the following document or thing:

[Title of document or thing.]

This document was not filed electronically because **[the document or thing cannot be converted to an electronic format / the electronic file size of the document exceeds 2MB / the document or thing is filed under seal / [Plaintiff/Defendant] is excused from filing this document or thing electronically by Court order.]**

The document or thing has been manually served on all parties.

Respectfully submitted,

s/ (Name of ECF-Registered Attorney)

Georgia Bar No. xxxxxx

Attorney for (Name of Party)

Firm Name

Firm Address

City, State, Zip

Telephone: (xxx) xxx-xxxx

Email: xxxxxx@xxxx.xxx

D

Additional Proposal As to Courtesy Copies

Note: This alternative to page 1 of the Proposed Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means would require the filing of a paper courtesy copy with the assigned judge's office.

I. THE ELECTRONIC CASE FILING SYSTEM

A. IN GENERAL. All documents submitted for filing in civil cases in this district after July 15, 2004, regardless of the original filing date of the case, shall be filed electronically using the Electronic Case Filing system (“ECF”) or shall be scanned and uploaded to ECF, unless otherwise permitted by these administrative procedures or unless otherwise authorized by the assigned judge. Documents may also be submitted for filing to the Clerk’s Office on 3.5" disks or CD-ROM as Portable Document Format (“PDF”) files, subject to the limitation in paragraph 1, below. **Unless otherwise specified, a paper courtesy copy of all electronic pleadings is required to be filed with the assigned judge.**

1. Effective July 15, 2005, absent good cause shown, attorneys in good standing admitted to practice before the Bar of this Court, to include attorneys admitted pro hac vice, must file civil pleadings electronically using the ECF system.

2. Unless an attorney in good standing and admitted to practice before the Bar of this Court, parties proceeding *pro se* shall not file electronically. (See III(b) of these Procedures).

3. The filing of social security cases shall be subject to the limitations imposed in III(C) of these procedures.

4. A case filed under seal will be maintained in paper form until the assigned judge orders the case unsealed. For information on the procedure for sealed documents in an unsealed case, see section III (A) of these Procedures.

5. An attorney may apply to the assigned judge for permission to file documents conventionally. Even if the assigned judge initially grants an attorney permission to file documents conventionally, the assigned judge may withdraw that permission at any time and require the attorney to file documents electronically using ECF.

6. The Clerk’s Office or any judge of this court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the court. The court may also amend these procedures at any time without prior notice.

B. LOGINS & PASSWORDS. Each attorney admitted to practice in the Northern District of Georgia shall be entitled to one ECF login. The login and associated password permits the attorney to participate in the electronic retrieval and filing of pleadings and other papers.

1. No attorney shall knowingly permit or cause to permit his or her login to be utilized by anyone other than an authorized employee of his or her office.

E

The Court specifically requests comments on the requirement contained in the Proposed Administrative Procedures (Section C of this announcement) that would require the mandatory use of electronic filing by the bar after July 15, 2005 and after a 12-month period where electronic filing is optional.